

Facilities Director

Pretty Lake Camp



Pretty Lake Camp, a multi-faceted non-profit organization founded in 1916, is looking for a Facilities Director to take care of our property and facilities. We are looking for someone who loves the outdoors, with a diverse skill set and a high commitment to customer service. If you are like being a part of a team that works together enrich the lives of thousands of children and adults each year, then we want to hear from you.

To learn more about the position or apply, please visit the “Jobs” portion of our web site at <http://www.prettylakecamp.org/jobs/positions-available/> .

Apply by November 30, 2014

POSITION DESCRIPTION

Position Title: **Facilities Director**

Reports to: Executive Director

Wage Category: Exempt (Full-time Salary)

JOB STATEMENT

Under the direction of the Executive Director, the Facilities Director is responsible for planning, organizing, directing and performing the activities related to maintenance, repairs, improvements, cleaning, and grounds keeping at Pretty Lake Camp to support programming. Day to day work should be conducted professionally with a high commitment to safety, making the most effective and efficient use of skills, facilities, and equipment and the resources available. These responsibilities are conducted according to the organization’s policies, procedures, and all local/state/federal regulations and laws.

ESSENTIAL FUNCTIONS

1. Primary responsibility for the management and compliance of specific ongoing maintenance tasks such as, but not limited to, roofing, plumbing, sewage/waste removal, electrical, heating, grounds keeping, snow removal, road grading, erosion control, cleaning, interior and exterior facility maintenance, vehicle/equipment/tool repair and maintenance, with sensitivity to program schedules and demonstrating a high level of commitment to internal and external customer service.
2. Is responsible for working as a team with program staff and executes facility set-up for retreat and program groups. Assists with retreat group “management” including facilities needs, set-up, tear down, welcome, orient, monitor and address facility needs.
3. Responsible for hiring and managing all full-time, part-time, and seasonal facilities personnel.
4. Responsible for working with program and other staff to develop and manage of facility master plan. Works in conjunction with the full staff on development of resulting short and long range project plans and capital improvements.
5. Plans, budgets and implements annual site projects and improvements based on the site facility plan. Responsible for developing and managing annual facilities budget.

6. Orients, trains, and supervises working volunteers (individuals or groups) as assigned and handles related logistics. Maintains log of volunteer activities, work hours and contact information. Works with the Development Director to coordinate volunteers.
7. Maintains a work order system that tracks time spent on the various maintenance activities and allows other people to check on the status of their work requests.
8. Is responsible for the development and execution of a preventative maintenance program and budgets in consultation with other staff members.
9. Purchases maintenance related items according to organizational policies. Submits camp invoices to the Office Manager in a timely manner for payment with proper account coding.
10. Answers routine inquiries and handles telephone calls on behalf of the organization's facilities and property maintenance as appropriate.
11. Maintains (hard copy and/or electronic) files, records, manuals, photo files, and reference materials for the organization related to camp property and facility assets. Maintains records of compliance activities (inspections, etc.).
12. Completes other duties as required for the continued improvement of the organization and facility.

KNOWLEDGE, SKILLS, ABILITIES, AND STANDARDS OF PERFORMANCE

1. A Bachelors Degree or Technical Degree in related field. Knowledge and experience in facility/equipment management and maintenance procedures and safety practices.
2. Ability to work with minimal supervision and provide self-direction and initiative.
3. Ability to work as part of a team, engaging with co-workers, volunteers and constituents of diverse backgrounds. A high commitment to customer service and providing services in a friendly, respectful and courteous manner.
4. Ability to interpret the camp's mission to constituents, volunteers and the general public.
5. Performs work in a logical, orderly and skillful manner.
6. Ability to stay calm and perform work under high stress situations.
7. Ability to identify and anticipate needed work and tasks to be completed for to benefit the organization's programs
8. Proficient in basic office skills, programs, electronic communication and spreadsheet.
9. Ability to maintain confidentiality regarding organizational, personnel, client and donor information.

PHYSICAL, MENTAL AND SENSORY DIMENSIONS

1. Physical mobility: standing, walking, bending and occasionally lifting and carrying up to 75 pounds. Manual dexterity to adequately use hand and power tools, operate large vehicles and equipment, computer, telephone, fax, photocopier, etc. Must possess valid Michigan driver's license and be able to provide own transportation when required.
2. Mental effort: reading, writing, calculating, analyzing, planning, designing.

3. Sensory requirements: ability to read information in handwritten or printed form, on computer screens, etc.; ability to communicate in a friendly and positive manner with constituents, donors, co-workers, and vendors in person and over the telephone.

WORKING CONDITIONS

1. Indoor and outdoor work environment.
2. On call responder for camp maintenance emergencies (24 hours a day) unless otherwise arranged.
3. The position is full time (40 or more hours/week). Workload is seasonal in nature with spring and fall showing an increase in hours worked due to seasonal preparation for intense seasonal programming
4. Work can be stressful and constant and subject to frequent interruptions.

Pretty Lake Camp in an Equal Opportunity Employer :